

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Transportation Information Systems Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Transportation	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	048 AASD Supervisors'
ISSUED:	December 13, 2005		

BASIC FUNCTION:

Plan, organize, develop, and implement technology support for comprehensive information systems for transportation operations; support and participate in the development of plans and objectives related to department systems services. Supervise and evaluate the work of assigned staff.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Plan, organize, develop, and implement technology support for comprehensive information systems for transportation operations. **E**

Design specifications and supervise development of new automated systems to meet short- and long-range goals, including but not limited to planning, scheduling, field trip, training and fleet maintenance. **E**

Oversee the installation and maintenance of new computers, software, telephones, and video communication systems for the department. **E**

Integrate new system including geographic information and automated fueling systems, as appropriate. **E**

Oversee accurate and timely update of databases. **E**

Oversee and facilitate development for all web-based applications including site web page and publicly used systems. **E**

Maintain system security by controlling access. **E**

Serve as liaison with the district's information technology department and initiate site changes based on district wide applications (DWA). **E**

Select, train, supervise, and evaluate performance of assigned staff. **E**

Represent the department and act as liaison with district divisions, departments, and committees and with other public agencies. E

Evaluate new equipment and negotiate purchases with vendors. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a four year college or university with a degree or related coursework in information systems, programming, business administration, public administration, or other related field supplemented by coursework in systems analysis and programming and four years of progressively responsible experience.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Database design, systems design, and fourth generation database languages.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Apply good organizational skills.

Determine priorities in coordinating and scheduling activities.

Exercise sound judgment in making recommendations.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationship with district staff and other agencies.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Issued: 12.13.05

Job Code 8415

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